

Keyboard Shortcuts

Press This	To Do This
Clipboard usage	
CTRL+C	Copy the selected item
CTRL+X	Cut the selected item
CTRL+V	Paste the selected item
Undo and redo actions	
CTRL+Z	Undo an action
CTRL+Y	Redo or repeat an action
Delete	Delete the selected item and move it to the Recycle Bin
ESC	Cancel an action
Text and item selection	
CTRL+Left/Right Arrow	Move the cursor to the beginning of the previous/next word
CTRL+Up/Down Arrow	Move the cursor to the beginning of the previous/next paragraph
CTRL+SHIFT with an arrow key	Select a block of text
SHIFT with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
CTRL with any arrow key+Spacebar	Select multiple individual items in a window or on the desktop
CTRL+A	Select all items in a document or window
Windows dialogs	
Tab	Move forward through options
SHIFT+Tab	Move back through options
CTRL+Tab	Move forward through tabs
CTRL+SHIFT+Tab	Move back through tabs
Enter	Replaces clicking the mouse for many selected commands
Spacebar	Select or clear the check box if the active option is a check box
Navigating windows	
ALT+Enter	Display properties for the selected item
ALT+F4	Close the active item, or exit the active program
CTRL+Mouse scroll wheel	Change the size of icons on the desktop
WIN+Tab	Cycle through open programs
ALT+underlined letter	Display the corresponding menu/Perform the command
F5 or CTRL+R	Refresh the active window
Windows logo key	Open or close the Start menu
WIN+D	Display the desktop
WIN+M	Minimize all windows
WIN+SHIFT+M	Restore minimized windows to the desktop
WIN+E	Open Computer
WIN+F	Search for a file or folder
WIN+L	Lock your computer or switch users
WIN+Up Arrow	Maximize the window
WIN+Left Arrow	Snap the window to the left side of the screen
WIN+Right Arrow	Snap the window to the right side of the screen
WIN+Down Arrow	Minimize the window
ALT+TAB	Switch to the next window
ALT+SHIFT+TAB	Switch to the previous window
CTRL+W or CTRL+F4	Close the active window

ALT+F5	Restore the size of the active window after you maximize it
CTRL+F10	Maximize or restore a selected window
PRINT SCREEN	Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.

Use dialog boxes

TAB and SHIFT+TAB	Move to the next/previous option or option group
CTRL+TAB and CTRL+SHIFT+TAB	Switch to the next/previous tab in a dialog box
Arrow keys	Move between options in an open drop-down list, or between options in a group of options
SPACEBAR	Perform the action assigned to the selected button; select or clear the selected check box
ALT+ the letter underlined in an option	Select an option; select or clear a check box
ALT+DOWN ARROW	Open a selected drop-down list
First letter of an option in a drop-down list	Select an option from a drop-down list
ESC	Close a selected drop-down list; cancel a command and close a dialog box
ENTER	Run the selected command

Text and item selection

HOME/END	Move to the beginning/end
LEFT ARROW or RIGHT ARROW	Move one character to the left or right.
CTRL+LEFT/RIGHT ARROW	Move one word to the left/right
SHIFT+LEFT/RIGHT ARROW	Select or unselect one character to the left/right
CTRL+SHIFT+LEFT/RIGHT ARROW	Select or unselect one word to the left/right
SHIFT+HOME/END	Select from the insertion point to the beginning/end

General purpose shortcuts

CTRL+O	Open a new file
CTRL+S	Save the file currently being edited
CTRL+P	Print the current file
ENTER	Open the selected folder or file
BACKSPACE	Open the folder one level above the selected folder
DELETE	Delete the selected folder or file
SHIFT+F10	Display a shortcut menu for a selected item such as a folder or file
TAB	Move forward through options
SHIFT+TAB	Move back through options

Microsoft Excel shortcuts

CTRL+*	Select current range
SHIFT+SPACE	Select row
CTRL+SPACE	Select column
CTRL+CLICK	Select non-adjacent cells
CTRL+Backspace	Return to active cell
ENTER	Finish editing and move left
TAB	Finish editing and move right
SHIFT+ENTER	Finish editing and move up
SHIFT+TAB	Finish editing and move left
ALT+ENTER	New line in existing cell
CTRL+;	Enter date
CTRL+SHIFT+;	Enter time
CTRL+D	Fill data from cell above (works with multiple cells)
CTRL+R	Fill data from cell at left (works with multiple cells)
CTRL+Enter	Enter same data in all selected cells
CTRL+PageUp/PageDown	Switch to previous/next worksheet